

17<sup>th</sup> October 2017

Notice is hereby given that there will be a meeting of the **POLICY AND FINANCE COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 23 OCTOBER 2017** at **6.30PM**

**Committee:** Cllrs Dr Walsh KStJ (Chair),  
Buckland, Chester, Gammon,  
Northeast and Purchase.

**PETER HERBERT**  
Town Clerk

## **AGENDA**

**2017/2018**

- 1. EVACUATION PROCEDURES**
- 2. FILMING OF COUNCIL MEETINGS, USE OF SOCIAL MEDIA AND MOBILE PHONES**

During this meeting the public are allowed to film the Town Council and Committee meetings and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but Members and the public are requested to switch their mobile devices to silent for the duration of the meeting.

- 3. APOLOGIES**
- 4. DECLARATIONS OF INTEREST**

Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- (a) the item you have the interest in
- (b) whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- (c) (i) whether it is a personal interest and the nature of the interest  
(ii) whether it is also a prejudicial interest

- (iii) If it is a prejudicial interest, whether you will be exercising your right to speak under PUBLIC FORUM

You then need to re-declare your interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

5. **MINUTES**

To confirm the Minutes of the meeting held on 11 September 2017, circulated herewith.

6. **CHAIR'S REPORT AND URGENT ITEMS**

7. **PUBLIC FORUM**

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the Committee should be given to the Clerk by noon of the day of the meeting.

8. **Littlehampton Harbour**

To receive an update on activity in the Harbour from the Harbour Master, Billy Johnson.

9. **Wi-Fi Spark**

To receive a presentation of ideas from Rees Flynn of Wi-Fi Spark (<http://www.wifispark.com/>)

10. **OFFICER'S REPORTS**

10.1 **Communications** – Report attached.

10.2 **Standing Orders: Urgent Action** – summary attached.

10.3 **Disqualification Criteria for Councillors and Mayors** – to consider the attached consultation.

10.4 **Healthwatch West Sussex** – information attached. The Committee is also asked to note that a Public Meeting is being arranged with the Chairman of the NHS Coastal West Sussex Clinical Commissioning Group.

11. **MASTERPLAN – NORTH LITTLEHAMPTON**

12. **EXEMPT BUSINESS**

It is **RECOMMENDED** that:

***The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.***

**MINUTES of the POLICY AND FINANCE COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 11 SEPTEMBER 2017 at 6.30PM**

**Present:** Cllrs Dr Walsh KStJ (Chair),  
Buckland, Chester, Gammon,  
Purchase and Squires

**2017/2018**

**13. EVACUATION PROCEDURES**

The evacuation procedures were noted.

**14. FILMING OF COUNCIL MEETINGS, USE OF SOCIAL MEDIA AND MOBILE PHONES**

The procedures were noted.

**15. APOLOGIES**

There were none.

**16. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. Councillors Dr Walsh KStJ, Buckland, Gammon and Purchase declared personal interests as Members of the District Council in relation to the items on Littlehampton Town Centre Management and the Littlehampton Harbour Board. Councillor Dr Walsh KStJ also declared a personal interest with regard to the item on Littlehampton Harbour Board as a member of that Board.

**17. MINUTES**

The Minutes of the meeting held on 12 June 2017 (previously circulated) were confirmed as a true record and signed by the Chair.

**18. CHAIR'S REPORT AND URGENT ITEMS**

There were none.

**19. PUBLIC FORUM**

Mr Ellis commented on a number of items on the Agenda. He was particularly concerned with regard to the Littlehampton Harbour Board letter enclosed within the Agenda papers, which he thought was particularly rude and dictatorial. He was concerned that it showed a lack of care about the town of Littlehampton. In response, the Chair reported that he was optimistic that the Harbour Master would be attending the next meeting of the Committee.

Mr Ellis went on to commend the Communications Strategy but hoped that an agreed 'strapline' could be incorporated. Mr Ellis was also not supportive of the Town Centre Manager role.

## **20. OFFICER'S REPORT**

### **20.1 Littlehampton Town Council Ward By Elections**

The Town Clerk reported the election of Mr Chris Blanchard-Cooper and Ms Tracey Baker as new Councillors in the River and Wick Wards respectively. The Chair welcomed Councillor Baker, who was in attendance in the public gallery.

### **20.2 Littlehampton Town Centre Management**

(Councillor Purchase declared a personal interest as he had taken on a small office in the Town Centre that day).

20.2.1 The Committee considered a report (previously circulated) which explained that representations had been received following the decision of the Committee at its last meeting not to support a financial partnership with the District Council to extend the contract of the Littlehampton Town Centre Regeneration Officer. The Town Clerk explained a little of the background to this and that should Members wish to change their earlier decision, this would need to be made in the form of a recommendation to Council. Denise Vine, the Group Head of Economy at Arun District Council and Simon Vickers, Chair of the Traders Partnership attended the meeting and were invited to address Members.

20.2.1. Ms Vine thanked the Committee for having the opportunity to explain the District Council's strong support for this post and the hope that the Town Council would be able to assist with this. She explained some of the history to its creation, which had been led by Traders and the Town and District Councils. Whilst, to date, the post had been funded through Section 106 funds, these were now exhausted. The District Council's Chief Executive had set out many of the achievements of the post and she emphasised the keenness of Traders and the District Council to retain this important role. She explained that consideration to future funding needed to be progressed and that the possibility of creating a Business Improvement District would be examined, although it was not initially thought that this would generate enough resources to fund the post. Further Section 106 funding would, however, be a strong possibility for achieving a further extension of the post.

20.2.3 Mr Simon Vickers, the Chair of the Traders Partnership also addressed Members. He circulated representations from four respected Town Centre Traders, who were all asking for the retention of the post and the support of the Town Council. He highlighted several areas where he had personally seen the vital support that this post provided on a day-to-day basis. He offered to circulate to Members copies of the Traders Bulletin which frequently referenced the vital work of this post. His other significant concern was that Littlehampton Town Centre would be left behind compared with other towns with such a resource, if the post was not retained.

20.2.4 Members went on to discuss the representations and revisited their earlier decision. The work of this post with Ward Members was highlighted, as was the need for improved partnerships with the District Council. It was commented that it was thought unlikely that the Business Improvement

District (BID) would generate enough funds to support the post, but it was hoped that the Section 106 opportunities would be forthcoming. Members were particularly pleased to note the strong support of Traders and the support given to the Town Centre on a day to day basis. In noting that a lot of work was undertaken by the post away from the public eye, Members asked that, should the Town Council change its position on this, a regular report be brought before them, possibly on a six-monthly basis.

20.2.5 It was **RESOLVED** that:

1. **Council be RECOMMENDED to authorise the Town Clerk to agree a financial package with the District Council (funded as set out in paragraph 4 of the original report to Committee on 12<sup>th</sup> June 2017) to retain the Littlehampton Town Centre Regeneration Officer post until 31<sup>st</sup> March 2019 and explore options, during that time for its further continuance.**
2. **Should this be approved, the Town Centre Regeneration Officer be requested to report on a six-monthly basis to the Policy and Finance Committee on the work that he had undertaken during the proceeding period.**

### 20.3 Bus Advertising Campaign

The Committee considered a report (previously circulated) setting out options for advertising on the Number 15 bus. The options included advertising on the rear end of the buses and also incorporated within the report were costings for both the side panels and a total wrap. Members were particularly enthused by the opportunities of advertising particular initiatives in the Town and also for letting others, such as the town centre traders, also participate. There was some support for using the side panels on the bus as well as the rear but it was thought, at this stage, appropriate only to agree advertising on the rear end of the bus, although other options were not excluded. It was also thought that it might be helpful to discuss, in the future, joint initiatives with Rustington Parish Council with regard to both the Number 12 and Number 15 buses. Officers would also investigate what the contractual arrangements were should the bus be off the road for periods of time. Other than this, Members were strongly supportive of the proposal to advertise on the rear of the Number 15 bus and it was **RESOLVED** that:

1. **Approval be given to an advertising campaign as outlined within the report on the rear of the Number 15 Bus.**
2. **The financial implications be noted.**

### 20.4 Communications Strategy

The Committee considered a report (previously circulated) which had as an attachment a draft Communications Strategy for consideration and recommendation to Council. Members were strongly supportive of the

Strategy, which was thought to be well put together and much needed. It was noted that reference needed to be included regarding advertising on buses, following the previous discussion, and with the inclusion of this it was **RESOLVED** that:

**The Strategy be RECOMMENDED to Council for adoption at its meeting on 12<sup>th</sup> October 2017.**

#### **20.5 Photography & Filming and Mayoral Facebook Policies**

The Committee considered a report (previously circulated) outlining the need for policies to cover the use of photography and also for the management of the Mayor of Littlehampton Facebook page. Members strongly supported the photography and filming policy and guidelines. The Mayor was commended for instigating the Facebook page, which was thought to be going really well and drawing great publicity to both the role of the Mayor and the Town. There was discussion as to how other Mayors, who might not be so keen to use this media, would be able to continue the page. The Clerk explained that it was important that the page continued, whoever was the Mayor, otherwise continuity would be lost. In such circumstances, officers would continue to provide a minimal coverage to ensure this. It was **RESOLVED** that:

**Council be RECOMMENDED to approve the photography and filming policy and guidelines and the Mayor of Littlehampton Facebook page policy and guidelines.**

#### **20.6 Ad-Hoc Sub-Committee on Matters Relating to Representation on the Littlehampton Harbour Board**

The Committee noted a response from the Chairman of the Board to their letter of 9<sup>th</sup> June (previously circulated). Several issues were raised about both the letter and the Harbour generally. However, with the Harbour Master attending the next meeting of the Committee, it was agreed that such questions should be directed at him at that time. It was therefore **RESOLVED** that:

**The letter be noted.**

#### **20.7 NALC Larger Councils Conference and Exhibition 2017**

Members noted the arrangements for the NALC Annual conference and exhibition on the 30<sup>th</sup> October 2017 in Milton Keynes. Should any Member wish to attend this, it was agreed that they should inform the Town Clerk who would progress this through an Urgent Action. In the meantime, the Town Clerk would monitor the agenda with a view to attending if it was necessary. It was **RESOLVED** that:

**This position be noted.**

#### **20.8 West Sussex ALC AGM & Autumn Conference 2017**

Members noted the agenda for the West Sussex Association of Local Councils AGM and Autumn conference. Although no-one would be attending,

Members were concerned about the location of the meeting as the Lodge Hill Centre, near Pulborough, was not accessible to public transport and therefore excluded many people from being able to attend. It was **RESOLVED** that:

**The Town Clerk write to the West Sussex Association of Local Councils requesting that in future meetings be held at venues accessible by public transport.**

**21. ACCOUNTS**

**21.1 Committee Finance Report**

The Committee noted the latest finance report (previously circulated) highlighting significant variances from budget in income and expenditure relating to this Committee's budget for 2017/2018. The Town Clerk reported that quotes were being sought for insurance. Currently only two quotes had been sourced and at least one more was being sought. He anticipated progressing approval of these quotes through the Urgent Action procedure, in consultation with the Chair of the Committee. Members supported this and it was **RESOLVED** that:

- 1. Approval of the insurance provider for 2018 onwards be progressed through the Urgent Action procedure, in consultation with the Chair of the Committee.**
- 2. The report otherwise be noted.**

**22. MASTERPLAN – NORTH LITTLEHAMPTON**

It was noted that the next meeting of the North Littlehampton Steering Group would be held on Tuesday 12<sup>th</sup> September 2017.

**23. EXEMPT BUSINESS**

There was none.

The meeting closed at 7.39pm

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**CHAIR**

# LITTLEHAMPTON TOWN COUNCIL

## Non-Confidential

**Committee:** Policy and Finance

**Date:** 23<sup>rd</sup> October 2017

**Report by:** The Town Clerk

**Subject:** Communications

### 1. Summary

1.1 This report updates the Committee on the progress on seafront WiFi and the Town Council's website.

### 2. Recommendation

2.1 The Committee is RECOMMENDED to:

- 1) Note the outcome of the stakeholder meeting and the presentation regarding seafront WiFi.
- 2) Note the Urgent Action commissioning the site survey by WiFi Spark in Appendix 1.
- 3) Approve the Town Council website brief as outlined in Appendix 2.
- 4) Approve a supplementary estimate of up to £25,000 for the provision of new website.

### 3. Background

#### 3.1 Seafront WiFi

3.1.1 A meeting was held in September with key seafront and riverside businesses to discuss the matter further where WiFi Spark carried out a presentation of the services they offer. The consensus was that it was a project worth investigating further and most were supportive of the idea.

3.1.2 Some of the stakeholders namely Harbour Park and the Harbour Board were keen to explore ways in which their organisations could join the Town Council in delivering something of benefit to users of the seafront and riverside.

3.1.3 It was felt that this could provide an excellent opportunity to gain invaluable knowledge about waterfront visitors. What information would be gathered from WiFi users, who would be responsible for analysing it and who would have access to the reports would have to be discussed in finer detail at a future stakeholder meeting.

3.1.4 Officers have discussed the matter with colleagues from Arun District Council who wish to be part of the discussions.

3.1.5 Following the success of the stakeholder meeting, WiFi Spark was commissioned to carry out a full site survey which will result in a more accurate quote being presented. It is hoped that an indicative cost would be available in time for Council budget setting.

### 3.2 LTC Website

- 3.2.1 At the June meeting of this Committee, Members instructed Officers to go out to tender for the development of a new Town Council website. Officers carried out a survey of Members and Staff with the results being incorporated in a brief that includes existing functions in addition to new ones that would deliver an improved and modern website. The website brief is attached as Appendix 2 and it highlights the essential functions as well as desirable ones such as online payments, something that the Finance team plans to explore further in the future. A website that allows the Council to add features in the future is crucial to ensuring its longevity.
- 3.2.2 An initial quote was submitted which indicated that the cost to deliver the desired website offering the must-haves but not the desirable CMS features would be in the region of £25,000 meaning that a formal tender process would have to be observed.
- 3.2.3 For a new website to be live in June 2018, invitations for tender have to start in October 2017. Therefore, Members are asked to approve the website brief outlined in Appendix 1. The tender process would be carried out through Contracts Finder with a contractor appointed in December, in consultation with the Chair of this Committee.

## 4. **Financial Implications**

- 4.1 The thorough site survey by WiFi Spark will cost £850, refundable if the Council proceeds with the system. Should the Council decide to go ahead with the project, a tender notice would have to be formed as the expenditure would be over £25,000. A copy of the Urgent Action commissioning the site survey is attached as Appendix 1.
- 4.2 A sum of £3,000 has been allocated for a possible new website from the Central Administration and Support Services Budget. Most contractors will require a deposit of 50% upon commission followed by 30% closer to launch date and the final amount due upon launch. It had been hoped to spread the cost over this and next the financial year. Furthermore, the new facilities are anticipated to cost more than initially budgeted. As most of the costs will need to be borne in 2017/18 a Supplementary Estimate will be required up to £22,000.

Peter Herbert  
**Town Clerk**

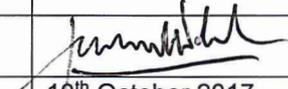
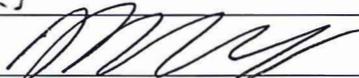
## STANDING ORDER 35 – URGENT ACTION

Standing Order 35 states that “Where an urgent decision is required and it is not possible to call a meeting under either Standing Order 1 or 17” (which provide for calling extraordinary meetings of Council or Committees), or the matter is of minor importance, but not previously delegated, the Town Clerk is authorised to make that decision having consulted the respective Chair of the Council or appropriate Committee. Any Urgent Actions shall be reported to the next meeting of Council or the appropriate Committee.”

WHEN COMPLETING THE CHECKLIST BELOW, THE FOLLOWING ISSUES MUST BE BORNE IN MIND:

- STANDING ORDERS AND FINANCIAL REGULATIONS REMAIN IN FORCE AND MUST BE COMPLIED WITH.
- IN THE ABSENCE OF THE TOWN CLERK, THE FINANCE & RESOURCES MANAGER OR THE SERVICES MANAGER SHALL PROGRESS URGENT ACTIONS. NO OTHER OFFICERS MAY COMMENCE OR UNDERTAKE AN URGENT DECISION PROCEDURE.

1	<b>WHAT DECISION IS REQUIRED?</b>	Commission a Site Survey for Wi-fi provision on the seafront and riverside
2	<b>WHY IS THIS DECISION URGENT?</b> <ul style="list-style-type: none"> <li>➤ <b>WHY SHOULD IT NOT WAIT UNTIL THE NEXT PROGRAMMED MEETING OF COUNCIL OR COMMITTEE?</b></li> <li>➤ <b>WHY SHOULD IT NOT WAIT UNTIL AN EXTRAORDINARY MEETING OF COUNCIL OR COMMITTEE IS CALLED?</b></li> </ul>	Because the site survey will enable the company to give us a full quote which will be used to guide budget discussions for 2018/19.
3a	<b>WHAT ARE THE FINANCIAL IMPLICATIONS?</b>	£850
3b	<b>HAS A BUDGET BEEN APPROVED?</b>	No
3c	<b>WHICH BUDGET ARE YOU RECOMMENDING THE EXPENDITURE TO COME FROM? PLEASE CHECK THAT SUFFICIENT FUNDS ARE AVAILABLE.</b>	Town Centre Initiatives 2017/18
3d	<b>IS A SUPPLEMENTARY ESTIMATE REQUIRED? (NOTE: IF SO, THIS COULD NECESSITATE A FURTHER URGENT DECISION)</b>	No.
4	<b>IS THE DECISION CONSISTANT WITH COUNCIL POLICIES?</b>	Yes.
5a	<b>(COMMITTEE DECISIONS ONLY)</b>	Yes.
5b	<b>IS THIS DECISION A MATTER DELEGATED SOLELY TO ONE COMMITTEE?</b>	

5c	IF NOT, WHICH OTHER COMMITTEES HAVE BEEN OR WILL BE CONSULTED? WAS THIS, OR WILL THIS BE THROUGH THE URGENT ACTION PROCEDURE (PLEASE DETAIL)?	
6	HAS THE MATTER BEEN DISCUSSED WITH AGREED CONSULTEES (WARD COUNCILLORS, OTHER LOCAL AUTHORITIES ETC.)?  IF NOT, IS THE MATTER SO URGENT THAT THIS IS IMPRACTICAL? IF SO, WHY?	Yes. The Chair of P&F.
7	WHAT ALTERNATIVE OPTIONS HAVE BEEN CONSIDERED (BOTH PRACTICAL AND FINANCIAL)?	None.
8	HAS THE PROCUREMENT STRATEGY BEEN FOLLOWED, WHERE EXPENDITURE IS INVOLVED?	No.
9	BRIEFLY OUTLINE ANY IMPLICATIONS RELATING TO:  ➤ CRIME AND DISORDER  ➤ DISABILITY DISCRIMINATION  ➤ HUMAN RIGHTS ACT  ➤ FREEDOM OF INFORMATION  ➤ DATA PROTECTION  ➤ ENVIRONMENTAL IMPACT	None.
10	HAVE APPROPRIATE RISK ASSESSMENTS BEEN UNDERTAKEN?	N/A
11	DATE OF CONSULTATION WITH CHAIR	10 <sup>th</sup> October 2017
12	SIGNATURE OF CHAIR	
13	DATE OF DECISION	10 <sup>th</sup> October 2017
14	SIGNATURE OF TOWN CLERK	
15	DATE REPORTED TO COUNCIL/ COMMITTEE	23 <sup>rd</sup> October 2017

## NEW LITTLEHAMPTON TOWN COUNCIL WEBSITE

[www.littlehampton-tc.gov.uk](http://www.littlehampton-tc.gov.uk)

### BRIEF

#### Background

The Town Council's website is hosted by Arun District Council (ADC) and was built using software from Verseone Ltd. The Town Council benefitted from a deal that was arranged over 8 years ago whereby Parishes in Arun were allowed to 'piggyback' off a contract to build a new website from ADC.

#### Current Setup

ADC has upgraded the software for their website but not for the Parishes leaving the Town Council with a very old system.

Littlehampton Town Council (LTC) has its own domain.

There are 13 Town Council staff responsible for over 200 pages on the website, all with different management roles. IT support comes from a former ADC employee but the overall content management is carried out by the Town Council.

There are Google Analytics attached to the pages.

#### Outline Brief

The Town Council needs a modern, intuitive and responsive website that allows its users to access information about the services the Council offers quickly and easily.

The new website needs to be easy to update and edit so staff can maintain the content with low effort and minimal technical knowledge.

Key content must be:

- Council information – committee meetings (agendas and minutes)
- Residents and Visitors sections – direct to the Town Council's tourism website [www.visitlittlehampton.co.uk](http://www.visitlittlehampton.co.uk)
- News and What's on sections
- Search box
- Sign up for newsletter – link to MailChimp
- Footer throughout with Council contact details and social media buttons
- Responsive on all devices
- Feedback forms/polls/consultation/surveys

## Target Audience

- Residents
- Councillors
- Staff
- Prospective Employees
- Other agencies the Council works with
- Visitors

## Specification

### Must-Have Content Management System (CMS) features

- Easy to use Content Management System:
  - Add, edit, delete pages, upload documents, images, media. The users should not need to know HTML to be able to use the CMS.
- Control of the layout i.e. location of placeholders/boxes.
- Welcome screen that shows broken links, pages that haven't been updated for a while (preferably an automated email reminders) within the pages managed by the user if not the webmaster, in which case it would show all pages with issues.
- Ability to create draft pages, set publishing/unpublishing dates, reminders for updates.
- Ability to upload single and multiple documents in a variety of formats into a folder library in one single motion. To include an archiving folder.
- Ability to update a document without having to find the page its displayed in.
- Ability to edit image i.e. size, and create pages with photo galleries.
- Built-in accessibility and spell checker.
- Automated site map.
- Allow to see content preview.
- Ability to create users, allocate pages and level of responsibility.
- Online forms – option to have it embedded in the page or as new window and multiple forms on the page if using new window option.
- Ability to create page URLs.
- Ability to create short polls/surveys and/or to embed Survey Monkey surveys including pop up.
- A to Z of services – automatically generated.
- Ability to add metadata and tag pages.
- Published pages must show when content was last updated but not the user name.
- Self-archive old news/events.
- Ability to embed ISSUU publications, video content, Googlemaps and other media.

### **Desirable CMS Features**

- Calendar for Committee meetings and ability to search within pdf documents
- Ability to search a pdf document.
- Feedback pop-up
- Advertising space – banner which can be placed on any page but can be hidden too.
- Weddings/venue hire photo gallery
- Interactive map of allotment sites – see availability, apply for a plot
- Online payments (possibly from 2019/20)
- Video embedding
- Share button

### **Must-Have Features for Website User**

- Search box – results linked to tagged topics and a dropdown offering the options of filtering results from different areas such as news, committees, events etc.
- Share button on pages.
- Sign up for newsletter.
- Complete poll.
- Submit feedback/make complaint.
- Accessibility – able to increase font size, audio speech, colour blindness.
- Committee meetings calendar.
- Meet your Councillor with profiles for all 15 Members.

### **Examples of websites styles offering functions that LTC likes**

<https://www.tewkesbury.gov.uk/>

<https://www.lichfielddc.gov.uk>

<http://www.prestonguildcity.co.uk>

<http://www.angmeringparishcouncil.gov.uk/>

## **STANDING ORDER 35 – URGENT ACTION**

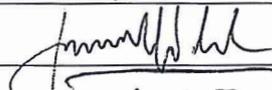
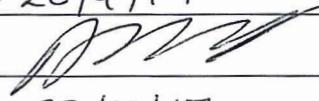
Standing Order 35 states that “Where an urgent decision is required and it is not possible to call a meeting under either Standing Order 1 or 17” (which provide for calling extraordinary meetings of Council or Committees), or the matter is of minor importance, but not previously delegated, the Town Clerk is authorised to make that decision having consulted the respective Chair of the Council or appropriate Committee. Any Urgent Actions shall be reported to the next meeting of Council or the appropriate Committee.”

WHEN COMPLETING THE CHECKLIST BELOW, THE FOLLOWING ISSUES MUST BE BORNE IN MIND:

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1	<b>WHAT DECISION IS REQUIRED?</b>	Appointment of Zurich to provide the Town Council's Insurance for a three-year period beginning 1 <sup>st</sup> October 2017.
2	<b>WHY IS THIS DECISION URGENT?</b> <ul style="list-style-type: none"> <li>➤ WHY SHOULD IT NOT WAIT UNTIL THE NEXT PROGRAMMED MEETING OF COUNCIL OR COMMITTEE?</li> <li>➤ WHY SHOULD IT NOT WAIT UNTIL AN EXTRAORDINARY MEETING OF COUNCIL OR COMMITTEE IS CALLED?</li> </ul>	The insurance is due for renewal on 30 <sup>th</sup> September 2017. The next meeting of the Policy and Finance Committee is 23 <sup>rd</sup> October 2017.
3a	<b>WHAT ARE THE FINANCIAL IMPLICATIONS?</b>	£7,697.08 for 2017/18 as part of a three-year long-term agreement
3b	<b>HAS A BUDGET BEEN APPROVED?</b>	Yes
3c	<b>WHICH BUDGET ARE YOU RECOMMENDING THE EXPENDITURE TO COME FROM? PLEASE CHECK THAT SUFFICIENT FUNDS ARE AVAILABLE.</b>	Insurance Budget 2017/18 stands at £11,500
3d	<b>IS A SUPPLEMENTARY ESTIMATE REQUIRED? (NOTE: IF SO, THIS COULD NECESSITATE A FURTHER URGENT DECISION)</b>	No
4	<b>IS THE DECISION CONSISTANT WITH COUNCIL POLICIES?</b>	Yes
5a	<b>(COMMITTEE DECISIONS ONLY)</b> <b>IS THIS DECISION A MATTER DELEGATED SOLELY TO ONE COMMITTEE?</b>	Yes the Policy and Finance Committee

5b	IF NOT, WHICH OTHER COMMITTEES HAVE BEEN OR WILL BE CONSULTED?	
5c	WAS THIS, OR WILL THIS BE THROUGH THE URGENT ACTION PROCEDURE (PLEASE DETAIL)?	
6	HAS THE MATTER BEEN DISCUSSED WITH AGREED CONSULTEES (WARD COUNCILLORS, OTHER LOCAL AUTHORITIES ETC.)?  IF NOT, IS THE MATTER SO URGENT THAT THIS IS IMPRACTICAL? IF SO, WHY?	It was raised at the Policy and Finance Committee on 11 <sup>th</sup> September 2017 that quotes were being sort and that should anything other than the lowest quote be recommended, this decision will be taken probably through the urgent action procedure, in consultation with the Chair of the Committee.
7	WHAT ALTERNATIVE OPTIONS HAVE BEEN CONSIDERED (BOTH PRACTICAL AND FINANCIAL)?	Having written to four insurance companies/brokers we have only received two quotes. One broker could not source an insurance company that would cover the Museum artefacts. Another company has now withdrawn from providing insurance to Town/Parish Councils. The two quotes that have been received are competitive. Zurich provide £15 million Public Liability cover as standard which is higher than the other provider. They have handled our amendments and queries professionally and efficiently including the additions and removals of temporary museum artefacts.
8	HAS THE PROCUREMENT STRATEGY BEEN FOLLOWED, WHERE EXPENDITURE IS INVOLVED?	Yes but we have only obtained two quotes from the four invitations to quote.
9	BRIEFLY OUTLINE ANY IMPLICATIONS RELATING TO:  ➤ CRIME AND DISORDER  ➤ DISABILITY DISCRIMINATION  ➤ HUMAN RIGHTS ACT  ➤ FREEDOM OF INFORMATION  ➤ DATA PROTECTION  ➤ ENVIRONMENTAL IMPACT	None
10	HAVE APPROPRIATE RISK ASSESSMENTS BEEN UNDERTAKEN?	

11	DATE OF CONSULTATION WITH CHAIR	20/9/17
12	SIGNATURE OF CHAIR	
13	DATE OF DECISION	20/9/17
14	SIGNATURE OF TOWN CLERK	
15	DATE REPORTED TO COUNCIL/ COMMITTEE	23/10/17



Department for  
Communities and  
Local Government

# Disqualification criteria for Councillors and Mayors

Consultation on updating disqualification criteria for local  
authority members



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If you have any enquiries regarding this document/publication, complete the form at <http://forms.communities.gov.uk/> or write to us at:

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# Scope of the consultation

**A consultation paper issued by the Department for Communities and Local Government on behalf of the Secretary of State**

<b>Topic of this consultation:</b>	This consultation paper sets out the government's proposals for updating the criteria disqualifying individuals from standing for, or holding office as, a local authority member, directly-elected mayor or member of the London Assembly.
<b>Scope of this consultation:</b>	<p>The Department for Communities and Local Government is consulting on proposals to update the criteria disqualifying individuals from standing for, or holding office as, a local authority member, directly-elected mayor or member of the London Assembly, if they are subject to:</p> <ul style="list-style-type: none"> <li>• the notification requirements set out in the Sexual Offences Act 2003 (commonly referred to as 'being on the sex offenders register');</li> <li>• a civil injunction granted under section 1 of the Anti-social Behaviour, Crime and Policing Act 2014; or</li> <li>• a Criminal Behaviour Order made under section 22 of the Anti-social Behaviour, Crime and Policing Act 2014.</li> </ul> <p>Any changes to the disqualification criteria would require changes to primary legislation, in particular the Local Government Act 1972, the Local Democracy, Economic Development and Construction Act 2009, and the Greater London Authority Act 1999.</p> <p>The proposed changes would not act retrospectively.</p>
<b>Geographical scope:</b>	The proposals in this consultation paper apply to certain authorities in England, including local authorities, combined authorities and the Greater London Authority. They do <u>not</u> apply to authorities in Wales, Scotland or Northern Ireland.
<b>Impact Assessment:</b>	No impact assessment has been produced for this consultation.

# Basic Information

<b>To:</b>	This consultation is open to everyone. We particularly seek the views of individual members of the public, prospective and current councillors and those bodies that represent the interests of local authorities and councillors at all levels.
<b>Body responsible for the consultation:</b>	The Local Government Stewardship Division in the Department for Communities and Local Government is responsible for conducting the consultation.
<b>Duration:</b>	The consultation will begin on Monday 18 September 2017. The consultation will run for 12 weeks and will close on Friday 8 December 2017. All responses should be received by no later than 5pm on Friday 8 December 2017.
<b>Enquiries:</b>	<p>If you have any enquiries, please contact:</p> <p>Stuart Young email: <a href="mailto:stuart.young@communities.gsi.gov.uk">stuart.young@communities.gsi.gov.uk</a></p> <p>DCLG Tel: 0303 44 40000</p> <p>How to respond:</p> <p>Please respond by email to: <a href="mailto:Section80consultation@communities.gsi.gov.uk">Section80consultation@communities.gsi.gov.uk</a></p> <p>Alternatively, please send postal responses to:</p> <p>Stuart Young Department for Communities and Local Government 2nd Floor, NE, Fry Building 2 Marsham Street London SW1P 4DF</p> <p>Responses should be received by 5pm on Friday 8 December 2017.</p>
<b>How to respond:</b>	<p>You can respond by email or by post.</p> <p>When responding, please make it clear which questions you are responding to.</p> <p>When you reply it would be very useful if you could confirm whether you are replying as an individual or submitting an</p>

	<p>official response on behalf of an organisation, and include:</p> <ul style="list-style-type: none"><li>- your name</li><li>- your position (if applicable)</li><li>- the name and address of your organisation (if applicable)</li><li>- an address, and</li><li>- an email address (if you have one)</li></ul>
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# Introduction

1. Local authority members (i.e. councillors), mayors of combined authorities, members of the Greater London Assembly and the London Mayor take strategic decisions that affect all our lives. They decide how best to use taxpayers' money and manage local authority resources, including property, land and assets. They also have a leading role to play in building and preserving a society where the rights and freedoms of individuals are respected. They should be community champions. It is vital, therefore, that they have the trust of the electorate.
2. The Government considers that there should be consequences where councillors, mayors and London Assembly members fall short of the behaviour expected of anyone in a free, inclusive and tolerant society that respects individuals and society generally, and where this has led to enforcement action against an individual.
3. Existing legislation prevents individuals standing, or holding office, as a local authority member, London Assembly member or directly-elected mayor if they have, within five years of the day of the election, or since their election, been convicted in the UK, Channel Islands or Isle of Man of any offence and have received a sentence of imprisonment, suspended or not, for a period of not less than three months without the option of a fine.
4. The Government considers that the law should be updated to reflect new options which exist to protect the public and address unlawful and unacceptable behaviour.
5. This consultation proposes updating the disqualification criteria in section 80 of the Local Government Act 1972, paragraph 9 of schedule 5B to the Local Democracy, Economic Development and Construction Act 2009, and section 21 of the Greater London Authority Act 1999 to prohibit those subject to the notification requirements (commonly referred to as 'being on the sex offenders register') and those subject to certain anti-social behaviour sanctions from being local authority members, London Assembly members or directly-elected mayors.
6. This consultation does not propose changing the disqualification criteria for Police and Crime Commissioners (PCCs). For the purposes of this consultation, 'local authority member' also extends to directly-elected mayors and co-opted members of authorities, and 'local authority' means:
  - a county council
  - a district council
  - a London Borough council
  - a parish council

The disqualification criteria in section 80 of the Local Government Act 1972, paragraph 9 of schedule 5B to the Local Democracy, Economic Development and Construction Act 2009, and section 21 of the Greater London Authority Act 1999 do not cover the Council of the Isles of Scilly or the Common Council of the City of

London. Therefore, the proposals in this consultation do not extend to these councils.

# The Current Disqualification Criteria

7. Under section 80 of the Local Government Act 1972, a person is disqualified from standing as a candidate or being a member of a local authority, if they:
  - are employed by the local authority;
  - are employed by a company which is under the control of the local authority;
  - are subject to bankruptcy orders;
  - have, within 5 years before being elected, or at any time since being elected, been convicted in the UK, Channel Islands or Isle of Man of any offence and have received a sentence of imprisonment (suspended or not) for a period of not less than three months without the option of a fine;
  - are disqualified under Part III of the Representation of the People Act 1983;
  - are employed under the direction of various local authority committees, boards or the Greater London Authority; or
  - are a teacher in a school maintained by the local authority.
  
8. Paragraph 9 of schedule 5B to the Local Democracy, Economic Development and Construction Act 2009 sets out the criteria on disqualification from standing as, or being, a directly-elected mayor of a combined authority. A person is disqualified from being elected or holding office as the mayor of a combined authority if they:
  - hold any paid office or employment (other than the office of mayor or deputy mayor), including any appointments or elections made by or on behalf of the combined authority or any of the constituent councils of the combined authority;
  - are subject to bankruptcy orders;
  - have, within 5 years before being elected, or at any time since being elected, been convicted in the UK, Channel Islands or Isle of Man of any offence and have received a sentence of imprisonment (suspended or not) for a period of not less than three months without the option of a fine; or
  - is disqualified for being elected or for being a member of a constituent council under Part 3 of the Representation of the People Act 1983.
  
9. Section 21 of the Greater London Authority Act 1999 disqualifies someone from being the Mayor or an Assembly member if they:
  - are a member of staff of the Authority;
  - hold an office that disqualifies the holder from being Mayor or an Assembly member;
  - are subject to bankruptcy orders are bankrupt or have made a composition agreement with creditors;
  - have, within 5 years before being elected, or at any time since being elected, been convicted in the UK, Channel Islands or Isle of Man of any offence and have received a sentence of imprisonment (suspended or not) for a period of not less than three months without the option of a fine;
  - are disqualified under section 85A or Part III of the Representation of the People Act 1983 from being the Mayor or an Assembly member; or

- are a paid officer of a London borough council who is employed under the direction of:
  - a council committee or sub-committee whose membership includes the Mayor or someone appointed on the nomination of the Authority;
  - a joint committee whose membership includes a member appointed on the nomination of the council and a member appointed on the nomination of the Authority;
  - the council executive, or one of its committees, whose membership includes the Mayor or someone appointed on the nomination of the Authority;
  - a member of the council's executive who is the Mayor or someone appointed on the nomination of the Authority.

# Sexual Offences

10. The Government considers that anyone who is subject to sex offender notification requirements, commonly referred to as 'being on the sex offenders register', should be barred from standing for election, or holding office, as a local authority member, directly-elected mayor or member of the London Assembly. The period of time for which they would be barred would end once they were no longer subject to these notification requirements.

11. An individual can become subject to notification requirements by committing certain criminal acts or being issued with certain types of civil order:

- Being subject to sex offender notification requirements is an automatic consequence of being cautioned or convicted of a sexual offence listed in Schedule 3 of the Sexual Offences Act 2003 (see: <http://www.legislation.gov.uk/ukpga/2003/42/schedule/3>).
- Sexual Harm Prevention Orders are civil orders intended to protect the public from offenders convicted of a sexual or violent offence who pose a risk of sexual harm to the public by placing restrictions on their behaviour. Offenders who are subject to Sexual Harm Prevention Orders become subject to notification requirements.
- Notification Orders are civil orders intended to protect the public in the UK from the risks posed by sex offenders who have been convicted, cautioned, warned or reprimanded for sexual offences committed overseas. Such offenders may be British or foreign nationals convicted, cautioned etc. abroad of a relevant offence. Offenders who are subject to Notification Orders become subject to notification requirements.

12. The duration of the notification requirement period (i.e. how long a person is on the sex offenders register) is set out in the Sexual Offences Act 2003 and in the table below. The courts have no discretion over this.

Where the (adult) offender is:	The notification period is:
Sentenced to imprisonment for life or to a term of 30 months or more	An indefinite period
Detained in a hospital subject to a restriction order	An indefinite period
Sentenced to imprisonment for more than 6 months but less than 30 months imprisonment	10 years
Sentenced to imprisonment for 6 months or less	7 years
Detained in a hospital without being subject to a restriction order	7 years
Cautioned	2 years

Conditional discharge	The period of the conditional discharge
Any other description (i.e. community sentence, fine)	5 years

These periods are halved for offenders who are under 18 on the date of the caution, conviction or finding, as defined within the 2003 Act.

13. Offenders who are subject to the notification requirements must notify the police of (amongst other things) their: name, date of birth, national insurance number, home address, passport number, bank account and credit card details. They must do this annually, any time the details change or when they travel abroad. They must also notify the police when they stay or reside with a child for more than 12 hours.
14. Further information on the Sexual Offences Act 2003 can be found at: <https://www.gov.uk/government/publications/guidance-on-part-2-of-the-sexual-offences-act-2003>.
15. The Government does not propose including another type of civil order, the Sexual Risk Order, as this person would not have been convicted or cautioned of a sexual offence under the Sexual Offences Act 2003 and are not subject to notification requirements for registered sex offenders. A Sexual Risk Order does require the individual to notify to the police their name and their home address. A Sexual Risk Order can be sought by the police against an individual who has not been convicted, cautioned etc. of an offence under Schedule 3 or Schedule 5 of the 2003 Act but who is nevertheless thought to pose a risk of harm to the public in the UK and/or children or vulnerable adults abroad.

**Q1. Do you agree that an individual who is subject to the notification requirements set out in the Sexual Offences Act 2003 (i.e. who is on the sex offenders register) should be prohibited from standing for election, or holding office, as a member of a local authority, mayor of a combined authority, member of the London Assembly or London Mayor?**

**Q2. Do you agree that an individual who is subject to a Sexual Risk Order should not be prohibited from standing for election, or holding office, as a member of a local authority, mayor of a combined authority, member of the London Assembly or London Mayor?**

# Anti-Social Behaviour

16. Anti-social behaviour blights people's lives and can leave victims feeling powerless. These are a range of powers to the courts, police and local authorities to tackle the problems in the table below.

17. The Government considers that an individual who is subject to an anti-social behaviour sanction that has been issued by the court, i.e. a Civil Injunction or a Criminal Behaviour Order, should be barred from standing for election, or holding office, as a local authority member, directly-elected mayor or member of the London Assembly. The period of time for which they would be barred would end once they were no longer subject to the injunction or Order.

## Anti-Social Behaviour (ASB) Powers

Type	Power	Description
Issued by the court to deal with individuals	<b>Civil Injunction</b>	A civil order with a civil burden of proof. The injunction can include both prohibitions and positive requirements to tackle the underlying causes of the behaviour. Applications can be made by police, councils, social landlords, Transport for London, Environment Agency, Natural Resources Wales and NHS Protect.
	<b>Criminal Behaviour Order</b>	A court order available on conviction. The order can be issued by any criminal court against a person who has been convicted of an offence. It is aimed at tackling the most persistently anti-social individuals who are also engaged in criminal activity. The order can include both prohibitions and positive requirements. Applications are made by the prosecution, in most cases by the Crown Prosecution Service, either at its own initiative or following a request from the police or council.
Used by the police to move problem groups or individuals on	<b>Dispersal Power</b>	A flexible power which the police can use in a range of situations to disperse anti-social individuals and provide immediate short-term respite to a local community. It allows the police to deal instantly with someone's behaviour and prevent it escalating. The use of the power must be authorised by an officer of at least inspector rank, to be used in a specific locality for up to 48 hours or on a case by case basis. This is to ensure that the power is used fairly and proportionately and only in circumstances in which it is necessary.

Issued by councils, the police and social landlords to deal with problem places	<b>Community Protection Notice</b>	A notice designed to deal with particular problems which negatively affect the community's quality of life. The Notice can be issued to anyone aged 16 or over, businesses or organisations. This is a two-stage power and a written warning has to be issued first. Failure to stop the behaviour or take action to rectify the problem would lead to the notice being issued. The power can be used by councils, police and social landlords (if designated by the council).
	<b>Public Spaces Protection Order</b>	Designed to deal with anti-social behaviour in a public place and apply restrictions to how that public space can be used to stop or prevent anti-social behaviour. The order is issued by the council. Before the order can be made, the council must consult with the police and whatever community representatives they think appropriate, including regular users of the public space. Before the order is made the council must also publish the draft order.
	<b>Closure Power</b>	A fast and flexible two-stage power. Can be used to quickly close premises which are being used, or likely to be used, to commit nuisance or disorder, including residential, business and licensed premises. The police and councils are able to issue Closure Notices for up to 48 hours and the courts are able to issue Closure Orders for up to six months if satisfied that the legal tests have been met. Following the issue of a Closure Notice, an application must be made to the magistrates' court for a closure order.

**Q3. Do you agree that an individual who has been issued with a Civil Injunction (made under section 1 of the Anti-social Behaviour, Crime and Policing Act 2014) or a Criminal Behaviour Order (made under section 22 of the Anti-social Behaviour, Crime and Policing Act 2014) should be prohibited from standing for election, or holding office, as a member of a local authority, mayor of a combined authority, member of the London Assembly or London Mayor?**

**Q4. Do you agree that being subject to a Civil Injunction or a Criminal Behaviour Order should be the only anti-social behaviour-related reasons why an individual should be prohibited from standing for election, or holding office, as a member of a local authority, mayor of a combined authority, member of the London Assembly or London Mayor?**

# Retrospection

18. Legislation does not generally apply retrospectively, the principle being that the law should operate in a clear and certain manner and the public is entitled to know the state of the law at a particular time.
19. The proposals in this consultation would not apply retrospectively, i.e. any incumbent local authority member, directly-elected mayor or member of the London Assembly, who is on the sex offenders register or subject to a Civil Injunction or Criminal Behaviour Order at the time the changes come into force would not be affected.
20. Such individuals would of course be prevented from standing for re-election after the changes came into force.

# Questions

**Q1. Do you agree that an individual who is subject to the notification requirements set out in the Sexual Offences Act 2003 (i.e. is on the sex offenders register) should be prohibited from standing for election, or holding office, as a member of a local authority, mayor of a combined authority, member of the London Assembly or London Mayor?**

**Q2. Do you agree that an individual who is subject to a Sexual Risk Order should not be prohibited from standing for election, or holding office, as a member of a local authority, mayor of a combined authority, member of the London Assembly or the London Mayor?**

**Q3. Do you agree that an individual who has been issued with a Civil Injunction (made under section 1 of the Anti-social Behaviour, Crime and Policing Act 2014) or a Criminal Behaviour Order (made under section 22 of the Anti-social Behaviour, Crime and Policing Act 2014) should be prohibited from standing for election, or holding office, as a member of a local authority, mayor of a combined authority, member of the London Assembly or London Mayor?**

**Q4. Do you agree that being subject to a Civil Injunction or a Criminal Behaviour Order should be the only anti-social behaviour-related reasons why an individual should be prohibited from standing for election, or holding office, as a member of a local authority, mayor of a combined authority, member of the London Assembly or London Mayor?**

**Q5. Do you consider that the proposals set out in this consultation paper will have an effect on local authorities discharging their Public Sector Equality Duties under the Equality Act 2010?**

**Q6. Do you have any further views about the proposals set out in this consultation paper?**

# About this consultation

This consultation document and consultation process have been planned to adhere to the Consultation Principles issued by the Cabinet Office.

Representative groups are asked to give a summary of the people and organisations they represent, and where relevant who else they have consulted in reaching their conclusions when they respond.

Information provided in response to this consultation, including personal information, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 1998 (DPA) and the Environmental Information Regulations 2004).

If you want the information that you provide to be treated as confidential, please be aware that, under the FOIA, there is a statutory Code of Practice with which public authorities must comply and which deals, amongst other things, with obligations of confidence. In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department.

The Department for Communities and Local Government will process your personal data in accordance with DPA and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties. Individual responses will not be acknowledged unless specifically requested.

Your opinions are valuable to us. Thank you for taking the time to read this document and respond.

Are you satisfied that this consultation has followed the Consultation Principles? If not or you have any other observations about how we can improve the process please contact us via the [complaints procedure](#).

# HEALTHWATCH WEST SUSSEX

## WHAT WE DO

As a local Healthwatch we are evolving to meet a changing and challenging funding future, focusing our resources on engaging local people in prioritised locations and creating new partnerships within these communities.

Through our community-based approach we will identify concerns, provide local people with information about services, and work with people to find solutions. Our work will include opportunities to focus on our priorities. Our 2017-2018 priorities are:

- **Hot Topics**
- **Primary Care**
- **Community Mental Health**
- **Adult Social Care**
- **Older People Needing Support**

We plan to hold community listening tours, from Crawley to the Coast, taking in schools; local groups and services; residential homes and beyond, to make sure we seek out the views and experiences of a wide range of people, throughout our county. We also attend events in the community and run our own activities to engage with local people.

We will continue to record and report on the insight we gather from local people and use our statutory powers and influencing platforms to amplify local voices. The **Healthwatch West Sussex Influencing and Liaison Map** shows the regular opportunities we have to do this.

### **What does Healthwatch West Sussex do?**

Healthwatch West Sussex exists to make health and care services work for the people who use them. We give people across West Sussex the opportunity to have their say about health and care services. We are an independent organisation but we have a statutory voice, meaning commissioners and providers have to listen to people through us.

We work to help people (especially under-represented groups) get the best out of health and social care services in West Sussex; whether it's improving them today or helping to shape them for tomorrow.

### **How has Healthwatch West Sussex been set up?**

The Health and Social Care Act 2012 established **Healthwatch England**, a national body which is part of the Care Quality Commission but also an independent body. Healthwatch West Sussex is a local Healthwatch, supported by:

- Council commissioners – who are responsible for providing local leadership, managing contracts and ensuring effective delivery in line with legislation, there is flexibility for councils to choose the commissioning route to achieve best value for money for their communities
- Healthwatch England – who provide national leadership
- The Department of Health – who have overall responsibility for the Health and Social Care Act 2012 policy

The Department of Health who fund us, through West Sussex County Council, produced a document to explain our role, it is called "*Local Healthwatch: A strong voice for people*" and is available here

Healthwatch West Sussex is an **independent** organisation, able to employ its own staff and involve volunteers in order to be an influential and effective voice of the public.

#### **Is Healthwatch part of the NHS?**

No, local Healthwatch organisations are established as fully independent autonomous bodies that work with the public to improve health and social care services. Healthwatch England is a statutory committee within the Care Quality Commission.

#### **What difference can Healthwatch West Sussex make?**

We represent you on West Sussex's Health and Wellbeing Board (the strategic body that oversees all health and social care in the county) and work with the commissioners from West Sussex's three Clinical Commissioning Groups (CCGs), local authorities and NHS England.

We also have regular contact with providers of health and social care services across West Sussex and work with them to ensure that your views and experiences are listened to and help inform changes.

We have worked hard at developing positive relationships across the health and social care system so that we can work constructively on your behalf.

At the same time, if Healthwatch West Sussex raises a concern with commissioners or providers of care then they have a duty to respond to us. We have an Escalating Concerns Policy, to help commissioners and providers understand how we will respond to issues.

You can see the difference we have already made on Our Work page.

#### **How can I become involved?**

We need local people who are passionate about improving health and social care in West Sussex, regardless of their experience, to become involved in the work we do. You may already be active in your local community, be a member of a patient forum, or have no previous experience. Please get in touch at [office@healthwatchwestsussex.co.uk](mailto:office@healthwatchwestsussex.co.uk) to find out more about our opportunities.

#### **Statutory Rights**

Healthwatch West Sussex has the right in law to enter and view adult and children's health care settings and adult social care settings. The law also states as a local Healthwatch we must receive a response from statutory agencies, to any formal recommendations we make, within 20 working days.

#### **Company Information**

It is a legal requirement that all companies in the UK include certain regulatory information on their website:

**Company name:** Healthwatch West Sussex CIC

**Company registration number:** 08557470

**Registered office:** Lower Tanbridge Way, Horsham, RH12 1PJ